1923 KENYA 22ND AUGUST 1943 SUBJECT 11. Lewas to RETREE CHEET OF MR ARJAN DASS Bottohuley 4TH GRADE CLERK, P.W.D. 1 U.S. of S. Trs computation of gratuity and requests sanction to payment of Shs 969/23. m U.S. of S. " 11.S. of S. way of State. Previous Paper MINUTES The local authorities seem to be positive that when average salety exceeds asked galery the fersion or egratuity should be bused on The ached solar . I have no not of a ruling to this effect. Taking 13 days in the prist line of the calculation as 13/365th. not 13/3/31sts, and treating the land light in the same way I small the armage value 2884.38 and the aver pens. emoluments 3364 38. The gratuity works out at 970.5 A Sept 25, 4823. It wise the local crew is right. any every flow treated

MINUTES NOT TO BE WRITTEN MINUTES, ON THIS SIDE. treated as a non pensionable alla. mu yupo. 22 i med be illegitate to some their excess promison proposes in respect to the period

MINUTES. ON THIS SIDE treated as a non pennionable alla. mia yups. 2+ would be illogical. to count this excess for average jumposes in respect of the period prior to 1/4/20 + not in respect of the late. remise · upperse C.J.J. Jes West 26 9 23 ty est

ENYA NO 1520.

Particulars.



GOVERNMENT HOUSE NAIROBI. KENYA.

22nd August, 1923.

46466

I have the honous to transmit herewith

My Lord Duke.

a Form of Particulars required for the computation of gratuity payable to Mr. Arjan Dass, 4th Grade Clerk, Public Works Department, who has been retrenched from the service of this Colony in order to effect economy.

- 2. Mr. Dass' service dates from the 13th June, 1907, and he is, therefore, eligible for a gratuity of Shs.969/23 earned under Section IV of the Superannuation Act, 1887.
- I shall be glad to receive, in due course, 3. Your Grace's sanction for payment of the amount in question.

I have the honour to be. My Lord Duke,

Your Grace's most devoted and most obedient servant.

5. a. S. huthest

IS GRACE

THE DUKE OF DEVONSHIRE, K.G., P.C., G.C.M.G., G.C.V.O., SECRETARY OF STATE FOR THE COLONIES, DOWNING STREET, LONDON, S.W.

# COLONY AND PROTECTORATE OF EINCLOSURE

In Desputes No/32001 22 8 2 1843

### COLONIAL PENSIONS, &c.

RTICULARS required to be furnished in reference to persons recommended for Superannuation, Compensation or Compassionate Allowances, or Gratuities on retirement.

, (In fill	ing up this Paper	refer to the Inst	ructions in page	4.)	
Name of Applicant Arja	n Dans				48.2
Office or Situation 4th	Grade Clerk	c. Public	Works De	partment,	
Recommended for 8 gr	a tul ty		***************************************	of Sh., 9	39-23
1. Age					
5. Service in Years and Month	18 15 year	s 9 month	s and 6 d	ays	A representation and the second transport design
Salary or Wages ( A c	t u a l			) Sh. 28	380-00 a yea
. Empluments Value of q	uarters (m	inimum)			180-00
	Salary or Wage annuation, &c., lition of (	is claimed.	aments on	Sh. 31	360-00 a yea
Dates of Commencement an their Emoluments, di Allowances.	d Termination	of the sever	al Appointme	ents held by	Applicant, with specifying such
Title of Appointment.	Date of Commencement	Date of Termination.	pe r <sup>Salar</sup> ium Sh	Allowances, perionni	Nature of Allow- m ances, &c.
Public Works Dept.	13-6-07	31-7-08	720		
	1-9-08	31-3-10	840	i de la companie de l	
ede Vierk, 🥏 🐔	1-1-10	31-3-11	<b>.960</b>		
* 1	1-4-11	31-3-12	1080	•	
	1-4-12	31-3-14	1200		
rade Clerk, Sh. 1440 by Co. Sh. 1920 a year	1-4-14	81-3-15	1440		
o m ou'taxo a Assa	1-4-15	31-3-16	16 60		
	1-4-16	31-12-16	1680		444
	1-1-17	31-3-14	1800	1200 .	War Bonus
	1-4-18	31-3-19	1920		
-	1-4-19	31-3-20	1920		. Y
de Clerk, Sh. 2160 by	1-4-20	18-3-28	2880		1. 治理
		- T			
	13000		1/2/2		
	1 - 1	1			
	4-1-2				

# COLONY AND PROTECTORATE OF KINCLOSURE

In Despatch No/32001 22 8. 1823

#### COLONIAL PENSIONS, &c.

RTICULARS required to be furnished in reference to persons recommended for Superannuation, Compensation or Compassionate Allowances, or Gratuities on retirement.

(In filling up this Paper refer to the Instructions in page 4.)

Name of Applicant Arjan Dass

Office or Situation 4th Grade Clerk, Public Works Department,

Recommended for a gratuity

of Sh. 969-23

Service in Years and Months 15 years 9 months and 6 days

Salary or Wages (A c t u a

) Sh. 2880-00 a year

Emoluments Value of quarters (minimum)

Sh. 480-00

Total amount of Salary or Wages and Emoluments on which Superannuation, &c., is claimed. ...

Sh. 3360-00 a year

arse of retirement Abolition of Office

these of Commencement and Termination of the several Appointments held by Applicant, with their Emoluments, distinguishing Salary from other allowances, and specifying such Allowances.

Title of Appointment	Date of Commencement.	Date of Termination.	pe r <sup>Salary</sup> ium Sh	Allowances, pertennu Sh.	Nature of Allow m ances, &c.
while Works Dept.,	13-6-07	31-7-08	720		
	1-3-08	31-3-10	840		
e Ulerk,	1-4-10	31-3-11	960		¥ ,
	1-4-11	31-3-12	1980		
	1-4-12	31-3-14	1200		
de Clerk, Sh 1440 by	1-4-14	31-3-15	1440	*	e.
	1-4-15	31-3-16	15 60	· · · · ·	
	1-4-16	81-12-16	1680		
	1-1-17	31-3-18	1800	1200	War Bonus
1000000	1-4-18	31-3-19	1920		3 Pas
	1-4-19	31-3-20	1920		P.M.
de Clerk, sh. 2160 by 4 to Sh. 2880 a year	1-4-20	18-3-23	2880		
	y	Z v	* * * *	¢.	
			1.17		
	the sea			1 2 2	

Statement, if the circumstances warrant it, that the Applicant "has discharged his drawith diligence and fidelity, to the existaction of the Head Officer of Officers of "Department," to be signed by any two of such Head Officers, if there shall be more "than one, or by such Head Officer, if there shall be but one, together with "such a "statement as will exhibit the merit, and value, and labour of the services of the Person "recommended, embracing as long a period of his public service as can be authentically "stated," and observations as to Special Services, Suspension, Reprimand, &c., with full "particulars of any injuries received on duty, or other claims or matters for consideration.

Mr. Arjan Dass has discharged his duties with diligence and fidelity.

Has carried out the duties of Timekeeper in the Public Works

Department from the 13th of June, 1907, to the 18th of March, 1923.

Special Services Nil Suspensions Nil Reprimends Nil Injuries received on duty Nil Any other claims or matters for consideration Nil

artory

AMPDIRECTOR OF PUBLIC WORKS.

ora ui ty apputation, by the Treasurer, of the Pension &c

l certify that the G r a t u i t y which may be paid to the Applicant according to the Rules of the Colonial Service, amounts to Nine, hundred and saxty nine shillings and twenty, three cents (Sh. 969-23).

and I base my Certificate on the following calculation:-

et Appointment - 13th sung 1907 Etirement - 19th March 1928

al service

TOTAL

Years.	Mon the.	Days
15.	9.	6.
15.	9,	6.

and emoluments

a carned under Section IV of
supersumulation act 1887, being
each salary at \$1,3350.200 a

15/52nds of Sh. 3550.200

- Sh. 3360.00 a year

- Sh. 969-23

TREASURY.

Natron, 19th July 1028

Row There

For Treasurer,

The Coliny and Protectorale of Kenya,

Statement, if the circumstances warrant it, that the Applicant "has discharged his duties "with diligence and fidelity, to the satisfaction of the Head Officer or Officers of his "Department," to be signed by any two of such Head Officers, if there shall be more "than one, or by such Head Officer, if there shall be but one, together with "such a "statement as will exhibit the merit, and value, and labour of the services of the Person "recommended, embracing as long a period of his public service as can be authentically "stated," and observations as to Special Services, Suspension, Reprimand, &c., with full "particulars of any injuries received on duty, or other claims or matters for consideration.

Mr. Arjan Dass has discharged his duties with diligence and fidelity has carried out the duties of Timekeeper in the Public Works Department from the 13th of June, 1907, to the 18th of March, 1923.

Special Services Nil
Suspensions Nil
Reprimends Nil
Injuries received on duty Nil
Any other claims or
matters for consideration Nil

arrowy

LAST DIRECTOR OF PUBLIC WORKS.

ura mity omputation, by the Treasurer, of the Pension, &c

I certify that the G r a t u i t y which may be paid to the Applicant according to the Bules of the Colonial Service, amounts to Nine hundred and saxty nine shillings and twenty three cents (Sh. 989-23).

and I base my Certificate on the following calculation --

let Appointment - 13th June 1907 etirement - 19th March 1923.

al service

TOTAL

Years. Months. Days.

15. 9. 6.

15. 9. 6.

and emoluments

- Sh. 3860-00 a year

personne under Section IV of personne tion act 1887, being seks' selary at Sh. 3360-00 a i 15/5 ands of Sn. 3350-00)

- 5h. 969-28

Therewale ...

Nairon, 19th du 1 y 1928.

For Treasurer,

The Colmy and Protectorate of Kenya.

## INSTRUCTIONS REFERRED TO ON PAGE 1.

#### If this Paper of Particulars and the Certificates connected with it, be not sent in original, the copies must be duly attested.

- HEAD 1 or PARER.—In the case of an Officer serving on the West Const. of Africa, a statement is to be added whether he is a native of that Coast. (Colonial Regulations; § 430).
- HEAR 3 -State the description of Allowance for which the Applicant is recommended, cir., Superannual Compensation, Compassionate Allowance, or Gratuity, and its amount. In the case of claiming an addition to their Pensions in respect of Professional or other special qualification. should be stated, and a reference should be given to the authority under which the claim is a
- HEAD 5. If the service has been interrupted by one or more breaks, the word "broken" should be added before or after the number of years and months, and the causes, dates, and circumstances of the break or breaks should be stated under heading 9,
- Hean 6. -- If the Person retiring has been in receipt of the same Salary, or in the class from which he retires, for the 36 months immediately before the date of his retirement, the actual annual rate 66 Salary for the 30 months immediately before the date of his retirement, site actual annual rate (§ Salary or Wages at that date should be inserted, preceded by the word "actual." In other cases the average annual amount of Salary or Wages for the 36 months next preceding the date of average annual amount of Salary or Wages for the 36 months next preceding the date of average annual amount of Salary or Wages for the 36 months of the whole period of service should be inserted, preceded by the word "average," but if the whole period of service should be inserted.
- HEAD 7. A separate statement should be inserted of the average Annual Value, for the 36 months immediately preceding retirement, of each Emoluments (exclusive of salary or wages) which is claimed to be tocluded is the calculation of the Pension or Gratuity

Whenever the value of a House or House Allowance, so ascertained, exceeds, one sixth the salary and other emoluments which count for Pension purposes, it is to be reduced to one sixth of that amount, so that it shall not exceed one-seventh of the whole

Fees which an officer is allowed to retain for his own use will be taken into account for Pension purposes, with regular salary, at the annual average of the net receipts of the 36 month Pension purposes, with regular salary, at the annual average of the next preceding the Officer's referement. These ust receipts are to be ascertained by deciment process amount of Feed such office Expenses, d.c., fa, an officer may have had to defrom his own resources, hipperforming the very uses for which he was rememberated by Feed adjunction, however, from the Feed should be under in respect of Office Expenses provided. defluction, however, from the rees should be made in respect of Omes Expesses provided for Public Funds for the due discharge of those duties to which a Fixed Selary is annexed. Pap of "Particulars" when forwarded to the Colonial Department should be accompanied by form declarations from the retiring Officers, showing the amount received by them for fees, and amount defrayed as above for Office Expenses, &c., is each of the three years immediate preceding the retirement. It will be the duty of the Colonial Government concerned to satisfact the concerned to satisfact the concerned to satisfact the colonial concerned to the colonial concerned to satisfact the colonial concerned to the colonial colonial concerned to the colonia themselves of the accuracy of such statements before forwarding them to the Colonial Officers and Fees will not in ordinate circumstances be allowed to count for Pension purposes to the extent of more than one quarter the Salaries, and Fees-will not in any case be allowed to count for Pension purposes to the extent of more than one quarter the Salaries, and Fees-will not in any case be allowed to count for Pension purposes during a period in which the whole time of the Officer receiving them was not given to the Pattin Service.

HEAD 8.—In cases of infirmity, if the applicant is below the ordinary age for retirement, a Medical Certific is to be furnished showing that he is disqualified by infirmity of mind ar body for discharging duties of his situation, and that such infirmity is likely to be permanent.

In case of ten years' service or more, this certificate should be signed by two Offices whom at least one should, if possible, be a Salaried Officer of the Government.

HEAD 9 .- As to "broken" service see HEAD 5.

If the applicant has had any "acting" service, the details must be fully give statement whether or not, during the "acting" service, he was connected with the Civil Service of the Colony.

- Hrang 11.—iffy in special circumstances, a professional Civil Offices has been allowed to have "private provided by thout forfeiting his claim to Pension, the facts are to be fully stated.
- Head 14.—If the Applicant is liable to any deduction from his service ander Clause 102 of the Co-Regulations, the facts should be fully stated.
- The length of service and other particulars of the computation of Salary, &c., is taken, the mule of calculating it (whether quation are to be give

	THE RESERVE OF THE PERSON OF T
AVERAGE VARLY ENGLUNENTS FR. 19. 3.	20 To 35 3.23 BOTH DAYS INCLUSIVE.
Particulars of period and salary.	Sh. Ce. @ Sh. 100/- p.m.
19.3.20 to 31.3.20 - 13 days 6 1.60/-p.m. (13/31sts of Sh.160/-)	
.4.20 to 31:12.22- 33 months @ 240/-p.m.(240 x 33)	7920-00
.1.25 to 28.2.25 2 months 3	
3.23 to 18.3.23 - 18 days @ 340/-(18/31sts of Sh.240)	480-00
MARAY .	139-36 h. 8606-46 41-04
Total Actual calary for the	Sea A d
Tetal War Banus for three ;	
3021 40 7	Control of the Contro
Olific across T. A. Co.	re tal Sh. 8648-40
Whereof 1/3rd Antual slary on date of Retir	Sh. 2882-80
Average over Actual selery	Sh. 2880-00
	ON ACTUAL SALARY PRIOR TO RETIREMENT
As tuel salary on Date of Reta	SALARY PRIOR TO RETIREMENT
Add Value of Quarters(minimum	sta, 2880-00
	SA, 480-00
TOTAL ACTUAL	EMOLUMENTS Sh. 3360-00 a year.
COMPUTAT	ION OF GRATULTY OF.
ar 1 at Appointment	13th June 1907
te of Retirement	19th March 1923
	Years Want
Antual service	15. 9. 6.
TOTAL	15.
erage ealary and Empluments	
Cotulto	- Sh. 3360-00
perannesten Act 1887 being 15 we Sh. 3360-00 a year (-15/52nds of Si	the ek's salary
Jour 1 - 10/02nds of Si	h. 3360-00) Sh. 969-23.
Section 1	1/01

### COLONIAL PENSIONS, &c.

RTICULARS required to be furnished in reference to persons recommended for Superannuation, Compensation or Compassionate Allowances, or Gratuities on retirement.

(In filling up this Paper refer to the Instructions in page 4.)

Name of Applicant	Arjan Dago				gr
Office or Situation	ita Grade Ul	ork, Publi	e Works !	oper toen	<b>.</b>
	gratulty			of Sh.	Single College
Age					
Service in Years and M	fonths 15 yes	tes 9 mas	be and 6	daye	
Salary or Wages (		1		) 8h 9	880-00 a ye
Emoluments Value	d quarters (	njaine)		1	480-00
	t of Salary or Wa uperannuation, &		luments on	Sh. 3	360_00 a yes
ease of retirement	Abelitien of	Office			
their Emoluments Allowances.	at and Terminations, distinguishing	on of the seve Salary from	ral Appoints other allo	wances, and	Applicand with specifying such
litle of Appointment	Date of Commenceme	Date of Termination	po Salatinu	Allowances,	Nature of Allowances, &c.
Public Works Dopt.	13-6-01	21-7-08	790	5	
	1-0-06	31-3-10	840	act.	
le Clerk,	1-4-10	31-3-11	4 960	-	
·	1-4-11	31-3-13	1600		
	1-4-18	31-3-14	1900		
io Clerk, Ha 1440	1-4-14	31-3-15	1440		
	1-4-15	31-3-16	1660		
	1-4-10	31-13-M	1000		,
- 5-17 Page	1-1-17	81-8-28	1800	1100	War Bonus
	1-4-18	91-0-19	1920		
	1-4-19	31-5-90	1990		- A
o Clerk at 2100 F	1-4-30	18-3-23	2000	1	
	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		1 B	400	en Kangaren 1996-
15 + 85 - 10					

# COLONIAL PENSIONS, &c.

RTICULARS required to be furnished in reference to persons recommended for Superannuation, Compensation or Compassionate Allowances, or Gratuities on retirement.

(In filling up this Paper refer to the Instructions in page 4.)

Name of Applicant Arism Dass
Office or Situation 4th Grade Clork, Public Works Department.

Recommended for a gratually of Baylon-sta

.

Service in Years and Months 15 years 9 see the and 6 days

Salary or Wages ( A e t 2 a 1

moluments value of quarters (alcient)

Total amount of Salary or Wages and Emoluments on which Superannuation, &c., is claimed. 8h, 2550-00 a year

8t. 480-00

Sh, 3840-00 a year

the of retirement

#### Abelition of Office

tes of Commencement and Termination of the several Appointments heal by Applicant, with their Emoluments, distinguishing Salary from other allowances, and specifying such Allowances.

I-de of Appointment	Date of Commencement	Date of Termination.	Salary Allowance	es, Nature of Allowances, &c.
, Public Works Dopt.	12-4-07	31-7-08	790	
	1-0-00	31=3-10	840	
rade Ulesk.	1-4-10	31-3-11	960	
	l-t-ll	31-3-12	1000 -	1
	1-4-13	31-3-14	1900	1
Todo Clerk, Sp. 1440 by	1-4-14	31-3-15	1440	
	1-4-15	31-3-16	1500	i
	1-1-10	11-12-10	160	k
	1-1-17	31-3-18	1800 1200	Nar Bonus
	1-4-18	21-3-19	1000	
	1-4-19	31-3-90	1990	
Inde Close, and 2140 by	1-4-30	18-3-23	1000	
	4 30		Part Section	A Comment
	La pin in the Sala			

10. Whether each of the Appointments held by the Applicant has been on the Fixed Establish ment of the Colony.

\* \*\*

11. Whether the duties of the several offices or situations held since the Applicant entered the Civil Service have been such as to require that the holder should give his whole time to the public Service.

Exact contribution and

12. Whether holding any other Public Appointment, or receiving or claiming to receive an Public Money by Compensation, Half-Pay or otherwise.

13. If any kind of Pension or other Allowance has been commuted under the Imperial Pension Commutation Acts, 1869 and 1871, the annual amount of Pension or Allowance Commuted and the date of Commutation should be inserted.

#### tone

14. Absence, beyond ordinary Vacation leave, in each of the last 10 years :-

Year		Legod of Absence	Number of Pays.	Cause of Absence
1	From	To		
19	,,	•		
19	,,		1.	
19	,,			
1i	.,	" . ,		
19	,,	3*		
19.	,	,, The second		-
19	,,			
19	,,	"		
<b>*</b>		» (************************************		

15. Date of Cessation of Daty ... Sta secondor 1975
(Gren ted leave, with pay, from 7-12-22 to 18-3-28)

16. Date of Cessation of Salary 18th Same 1998

Upa tol ty is due 19 th March 1

17. Date from which, inclusively, Persion will Commence, 19 th March 192

Statement, if the circumstances warrant it, that the Applicant "has disclarged his dutis "with diligence and fidelity, to the satisfaction of the Head Officer of Officers of he "Department," to be signed by any two of such Head Officers, if there shall be more "than one, or by such Head Officer, if there shall be but one, together with "such a "statement as will exhibit the merit, and value, and labour of the services of the Person "recommended, embracing as long a period of his public service as can be authentically "stated," and observations as to Special Services, Suspension, Reprimand, &c., with full "particulars of any injuries received on duty, or other claims or matters for consideration.

Mr. Arjan Bass has discharged his duties with diligence and fidelity.

Has dazwied out the daties of Timekeeper in the Public Works

Department from the 13th of Fune, 1907, to the 18th of March, 1923.

Special Services Fil Suspensions Fil Reprinces: Fil Injuries received on daty Fil Any other claims or matters for consideration Fil

(Sd.) A. E. HOEY.

aputation, by the Treasurer, of the Person, &c.

I certify that the . . . . . . . which may be paid to the Applicant

according to the Rules of the Colonial Service, amounts to Aire, handred and sky hand, and livings, and living and living

and I base my Certificate on the following calculation:-

of let Appeln tment - 18th June 1907 Het Procent - 18th March 1929,

OTAL

- 8x 9980 70 . ....

onmed under Seeting IV of personnexion As & 1982 being translary at See 2006.00 a 18/5 hade of the book box

- 22\_22

TREASURY,

NAIRON, 19th July 1921

For Treasurer

The Colmy and Protectorale of Kenya.

Statement, if the circumstances warrant it, that the Applicant "has discharged his duties "with diligence and fidelicy, to the satisfaction of the Head Officer of Officers of his "Department," to be signed by any two of such Head Officers, if there shall be more "than one, or by such Head Officer, if there shall be but one, together with "such a "statement as will exhibit the merit, and value, and labour of the services of the Person "recommended, embracing as long a period of his public service as can be authentically "stated," and observations as to Special Services, Suspension, Reprimand, &c., with full "particulars of any injuries received on duty, or other claims or matters for consideration.

discharged his duties with diligence and fidelity, he duties of Finekeeper in the Public Works the of June, 1907, to the 18th of March, 1923.

Special Services Suspensions Reprimends Injuries received on duty Any other claims or matters for consideration

> (Sd.) A. E. HOEY. PDIRECTOR OF FUBLIC TORES.

time and to

mputation, by the Treasurer, of the Pension, & I certify that the

which may be paid to the Applicant according to the Rules of the Colonial Service, amounts to Mine. madred and shall nine and lings and twenty three sents (Sh. 966-28)

and I base my Certificate on the following calculation:--

is a Appointment - 13th June 1907 to al remant

usel gores

8h 3350.00 a year

HE TREASURY,

NAMED IN 1945

For Treasure

The Colmy and Protectorate of Kenya,

# INSTRUCTIONS REFERRED TO ON PAGE I

If this Paper of Particulars and the Certificates connected with be not sent in original, the copies must be duly attested.

HEAD 1 OF PARER -In the case of an Officer serving on the West Coast of And a, a staten whether he is a native of that Coast. (Colonial Regulations, § 430).

Hear 3 —State the description of Allowance for which the Applicant is recommanded, 272. Super Compensation, Compassionate Allowance, or Gratuity, and its amount. In the case Claiming an addition to their Pensions in respect of Professional or other special qualified should be stated, and a reference should be given to the authority under which the classical description.

Head 5.—It the service has been interrupted by one or more breaks, the word "broken" should be added before or after the number of years and months, and the causes, dates, and circumstances of the break or breaks should be stated under heading 9,

Hean 6.—If the Person retiring has been in receipt of the same Salary, or in the class from which he for the 36 months immediately before the date of his retirement, the actual annual rate of or Wages at that date should be inserted, preceded by the word "actual." In other case average annual amount of Salary or Wages for the 36 months next preceding the directivement should be inserted, preceded by the word "average," but if the whole period of is loss than three years, then the average for the whole period of service should be insarted.

Heap 7. - A separate statement should be inserted of the average Annual Value, for the 35 months immediately preceding retirement, of each Emoluments (exclusive of salary or wages) which is claimed to included in the calculation of the Pension or Gratuity.

Whenever the value of a House or House Allowance, so ascertained, exceeds, one-sixth of the salary and other emoluments which count for Pension purposes, it is to be reduced to one sixth of that amount, so that it shall not exceed one-seventh of the whole.

Pension purposes, with regular salary, at the annual average of the net receipts of the 36 next preceding the Officer's retirement. These net receipts are to be ascertated by defrom the gross amount of Fees and Office Expenses, &c., as an officer has have had to from the gross retirement of Fees and Office Expenses, &c., as an officer has have had to from his own recourses, in performing the services for which he was remainested by Ferom his own recourses, in performing the services for which he was remained by Ferom his own recourses, in the fees should be made in respect of Office Expenses, provide deduction, however, from the Fees should be made in respect of Office Expenses, provide of "Particulars" when forwards to the Colonial Department should be accompanied by declarations from the retiring Officers, showing the amount received by them for fees, a amount defrayed as above for Office Expenses, &c., in each of the three years immediately and the second of the colonial deverament concerned to themselves of the accuracy of such statements before forwarding them to the Colonial Fees which an officer is allowed to retain for his own use will be taken into account preceding the retirement. It will be the duty of the Colonial Government concerned themselves of the accuracy of such statements before forwarding them to the Colon In the case of Officers receiving Fixed Salaries and Fees, the Fees will not in circumstances be allowed to count for Pension purposes to the extent of more than one the Salaries, and Fees will not in any case be allowed to count for Pension purposes of the Salaries, and Fees will not in any case be allowed to count for Pension purposes of the Salaries, and Fees will not in any case be allowed to count for Pension purposes of the Salaries, and Fees will not in any case be allowed to count for Pension purposes of the Salaries, and Fees will not in any case be allowed to count for Pension purposes of the Salaries.

Head 8.—In cases of infirmity, if the applicant is below the ordinary age for retirement, a Medical C is to be furnished showing that he is disqualified by infirmity of mind or body for dischard duties of his situation, and that such infirmity is likely to be permanent.

In case of ten years' service or more, this certificate should be signed by two O whom at least one should, if possible, be a Salaried Officer of the Government.

HEAD 9 .- As to "broken" service see HEAD 5.

If the applicant has had any "acting" service, the details must be fully estatement whether or not, during the "acting" service, he was connected with Civil Service of the Colony.

HEAD 11.—If in special direumstances; a professional Civit Officer has been allowed to have "private private private private in the private pr

HEAD 14.—If the Applicant is liable to any deduction from his service under Clause 102 of the Co Regulations, the facts should be fully stated.

HEAD 19.—The length of service and other particulars of the computation of Salary, &c., is taken, the mode of calculating it (whether b

#### INSTRUCTIONS REFERRED TO ON PAGE 4.

his Paper of Particulars and the Certificates connected with it be not sent in original, the copies must be duly atteste

HEAD I OF PAREL -In the case of an Officer serving on the West Court of Ridge, a statement is to be add whether he is a native of that Coast. (Colonial Regulations, § 480).

Head 3 —State the description of Allowance for which the Applicant is recommended, etc., Superant Compensation, Compassionate Allowance, or Gratnity, and its amount. In the case of claiming an addition to their Pensions in respect of Professional or other special qualification should be stated, and a reference should be given to the authority under which the claim is

HEAD 5.—If the service has been interrupted by one or more breaks, the word "broken" should be add before or after the number of years and months, and the causes, dates, and circumstances of the causes. break or breaks should be stated under heading 9,

Hear 6.—If the Person retiring has been in receipt of the same Salary, or in the class from which he retire to the 36 months immediately before the date of his retirement, the actual annual rate of Salary or Wages at that date should be inserted, preceded by the word "actual." In other cases average annual amount of Salary or Wages for the 36 months next preceding the date retirement should be inserted, preceded by the word "average," but if the whole period of service should be inserted.

HEAD 7 .- A separate statement should be inserted of the average Annual Value, for the 36 months immediate preceding retirement, of each Emoluments (exclusive of salary or wages) which is claimed to included in the calculation of the Pension or Gratuity.

Whenever the value of a House or House Allowance, so ascertained, exceeds, one-sixth the salary and other emoluments which count for Pension purposes, it is to be reduced to o sixth of that amount, so that it shall not exceed one-seventh of the whole.

Fees which an officer is allowed to retain for his own use will be taken into account Pension purposes, with regular salary, at the annual average of the net receipts of the 36 mon ext preceding the Officer's retirement. These net receipts are to be ascertained by deduct from the gross amount of Fees such Office Expenses, &c., as an officer may have had to defire the processor of the second of "Particulars" when forwarded to the Colonial Department should be accompanied by for declarations from the retiring Officers, showing the amount received by them for fees, and-amount defrayed as above for Office Expenses, &c., in each of the three years immediate preceding the retirement. It will be the duty of the Colonial Government concerned to sair themselves of the accuracy of such statements before figurarding them to the Colonial In the case of Officers receiving Fixed Salaries and Fees, the Fees will not in ording impropriate themselves are the sair of the case of Officers receiving Fixed Salaries and Fees, the Fees will not in ording the sair of the case of the case of the sair of the case of circumstances be allowed to count for Pension purposes to the extent of more than one quarter the Salaries, and Fees will not in any case be allowed to count for Pension purposes during period in which the whole time of the Officer receiving them was not given to the Public Services.

HEAD 8.—In cases of infirmity, if the applicant is below the ordinary age for retirement, a Medical Cobine is to be furnished showing that he is disqualified by infirmity of mind or body for discharging duties of his situation, and that such infirmity is likely to be permanent.

In case of ten years' service or more, this certificate should be signed by two Officers whom at least one should, if possible, be a Salaried Officer of the Government.

HEAD 9 .- As to "broken" service see HEAD 5.

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HEAD II.—II, in special circumstances, a professional Civil Officer has been allowed to have "private practical without to feeting his claim to Pannion, the factors to be fully stated.

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Head 19.—The length of service and other particulars of the computation are to of Salary, &c., is taken, the mode of calendary it (whether by mode).

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